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Jeb Spaulding, Secretary

MEMORANDUM

TO: Agency and Department Heads
cc: Business Managers
FROM: Jeb Spaulding, Secretary of Administration
DATE: February 18, 2011
RE: Update on Hiring Freeze

I want to provide an update and clarify our stance on the hiring freeze in response to the news report last evening on WCAX Channel 3.

Contrary to the message in the news report the hiring freeze announced on January 10, 2011, is still in effect. As outlined in my February 2, 2011 Memorandum, we modified our approach with respect to the process we are utilizing in working with Agencies and Departments to achieve the required savings. This change in process resulted from the Agency of Natural Resources and the Department of Taxes both taking a comprehensive look at all vacant positions and identifying significant savings that are sustainable beginning with the 2012 budget year.

We have since met with a number of Agencies and Departments employing this same approach and to date have achieved savings totaling \$2,920,000. For the departments where we have reached agreements, they are no longer required to submit requests to fill vacant positions. Please understand that all remaining departments that have not yet reached an agreement with the Secretary of Administration's office on their level of savings beginning with the FY 2012 budget year must continue to submit the required Request To Fill forms through the established process.

As mentioned in my February 2, 2011 Memorandum, I encourage Agencies and Departments to explore all available avenues to realize savings. These could include operational savings by consolidating similar or redundant functions in concert with personal service cost savings associated with vacant positions and contracts.

We are currently in the process of scheduling meetings with the remaining Agencies and Departments and hope to have these finalized by the end of March.

Please contact Michael Clasen at my office if you have any questions.